

RENEWAL & REISSUANCE APPLICATION ([Form 41-REN](#))

Instruction and Information Sheet

This application may be used to renew emergency permits, Child Development Permits, and any other renewal that does not meet online renewal criteria. All clear, professional clear, and professional credentials must be renewed online and applications submitted to the Commission for those credential types will be returned to sender.

If you are employed on an emergency permit (other than a 30-Day Substitute Permit), a Provisional Internship Permit, or Visiting Faculty Permit, you must submit this application through your employing agency.

Print a copy of the completed application and keep it in your possession until your credential has been issued.

The Commission cannot accept application forms with revision dates more than five years old. Applications older than five years will be returned to sender.

Please complete all sections of the application accurately. All documentation, including transcripts, becomes the property of the Commission on Teacher Credentialing and will not be returned. Requirements may be subject to change and are fully referenced in the California Code of Regulations, Title 5, and the California Education Code.

It is advised that you provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.

1. PERSONAL INFORMATION

Type or print all information requested on this application form. Use your full legal name and be sure to list all former names, including your maiden name. Be sure to notify us in writing or by e-mail of an address change and include your full name and social security number (SSN) so that we can quickly locate your file.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, social security number, date of birth, address, E-mail address, and telephone numbers are used to provide proper identification of your file and to contact you. Other information is used to determine your eligibility. *It is advised that you provide the Commission with a valid E-mail address on your application form to receive the automated E-mails that will notify you of your application and credential status.*

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose with past, present, or prospective employers or institutions of higher education all information provided with applications submitted by you through those agencies. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorize this work. If not furnished, your application may be denied, delayed, or returned for completion. You are required to provide a social security number or federal tax identification number on your application pursuant to 42 USC §666 and California Family Code §17520.

You have a right to review personal information maintained on you by our agency unless access is exempted by law. The Director of Certification, Assignment, and Waivers Division, 1900 Capitol Avenue, Sacramento, California 95814, (916) 445-7254, is responsible for the maintenance of this information.

2. TYPE OF CREDENTIAL

Select the Type of Credential you are applying for by checking the appropriate box. If you cannot find a box to match the type of credential you are applying for, simply write the requested credential type in any blank space on the front of the application.

3. CHILD DEVELOPMENT PERMIT RENEWAL - SELF-VERIFICATION

If you are renewing a Child Development Permit, you may either complete the self-verification in this section or submit the Professional Growth Plan and Record Form with this application.

If you choose to self-verify the completion of your professional growth activities, you may be subject to an audit. If the audit determines that you did not complete the professional growth requirements, your credential will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record Form for one year following the submission of this application.

4. PROFESSIONAL FITNESS QUESTIONS / OATH & AFFIDAVIT

You are required to answer all questions in this section. If you answered “yes” to a question, you must provide a full explanation. You are required to disclose all criminal convictions (misdemeanors and felonies) including convictions based on a plea of no contest. You must disclose a conviction no matter how much time has passed and even if the case has been dismissed pursuant to Penal Code Section 1203.4.

If you are disclosing a conviction, employer action, investigation, or adverse action that you **previously disclosed** to the Commission, you must provide an explanation but you do **not** need to submit the documents listed below. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

If you answered “yes” to questions **b, c, or d**, click on the following link and complete the form explaining your yes answer. **Applicants should use this form to explain any criminal convictions.** Complete a separate form for each incident.

You must provide the following documents if you answered yes to questions **b, c, or d**:

- ▶ A **CERTIFIED** copy of the arrest/investigative report. (Contact the police, sheriff, CHP, or other agency that conducted the arrest/investigation.)
- ▶ A **CERTIFIED** copy of the COMPLETE court documents, including the complaint showing the charges filed and the court docket or minute order showing plea or jury conviction, sentencing, and terms and conditions of probation. If applicable, a certified copy of the document showing dismissal under Penal Code 1203.4, certificate of rehabilitation, or Governor’s pardon. (Contact the court where your case was heard.)

If you answered “yes” to questions **a, e, f, or g**, you must submit a full explanation on a separate sheet of paper. Include dates, location, type of action, school district or school employer name, agency name, or name of licensing agency and a summary of the incident that initiated the investigation and/or the action taken.

You must provide the following documents if you answered “yes” to questions **a or e**:

- ▶ A copy of the allegations of misconduct brought against you, your resignation or retirement letter, settlement agreements, final decision by a board or hearing officer, investigation reports, and any other documents related to the action or investigation.

You must provide the following documents if you answered “yes” to questions **f or g** and the licensing agency was not the Commission on Teacher Credentialing.

- ▶ A copy of the decision, finding, accusation, charge, investigative report, and any other documents related to the licensing agency’s action.

If any of the records have been purged or are otherwise not available, provide an original statement from the agency on its official letterhead verifying that fact.

Oath and Affidavit: Please complete this section and certify (or declare) under penalty of perjury under the laws of California that all the foregoing statements in this application are true and correct by signing the oath.

Additional Information

FEES

Attach a certified check or money order for the total amount to the front of the application. A personal check is acceptable if you are mailing the application directly to the Commission. Make checks payable to the Commission on Teacher Credentialing or CTC. See the Commission’s fee schedule (leaflet [CL-659](#)) to determine the correct amount. If you are applying through a county office of education or school district office, you may be asked to make the check payable to that agency so that they can submit a single check to us for all of their applicants. A service charge will be assessed for a check that does not clear the bank.

The application fee is considered earned upon receipt and is not refundable. Individuals shall receive either a credential or an evaluation listing the requirements which have not been met for the requested credential. When the requirements are met and the application is resubmitted, a new fee will be required. If it has been determined that you do not qualify for the credential type originally requested, the fee cannot be used to apply for another credential type. Your application and fee remain valid for sixty (60) days. (Reference: Title 5, California Code of Regulations, Section 80487.)

California Education Code, Section 44350, sets a minimum processing time for completed applications of fifty (50) working days after the Commission receives the application. Applications delayed by a Commission appeal, Professional Standards review, or fingerprint processing are not subject to the 50-day restriction.

Request a return receipt through the post office when you mail the application packet if you would like notice that your application form was received by the Commission.

ISSUANCE DATES

The issuance date of a credential, certificate, or permit is based upon either the initial date of service as determined by the employer, the completion date of a program as determined by the recommending institution or agency, or the fee date the Commission received the application. The Commission will honor the issuance date established by the employing or recommending agency or institution of higher education as long as the applicant is eligible for the document on the date indicated and the application was submitted within the submission deadline, as established in California Code of Regulations, Title 5 §80440 (b) and (c), outlined below.

If the application for renewal is received on or before the expiration date of the document being renewed, the Commission will use the expiration date of the old document as the issuance date for the new document. If the application is for renewal and the application is received after the expiration date of the document being renewed, the issuance date on the new document will be the date the application was received by the Commission.

APPLICATION SUBMISSION DEADLINE

California Code of Regulations, Title 5 §80440 (b) and (c), states that applications submitted through an employing agency or recommending institution must be received by the Commission within three months from the requested issuance date of the credential. If the application is received after the three-month deadline, the date of issuance of the credential, certificate or permit will be the date the application was received by the Commission.

Applications are processed by certification staff in the order in which they are received.

Before you seal the envelope, make sure you have enclosed:

- ☐ Completed application ([form 41-REN](#)) (Revision date may be no more than five years old.)
- ☐ Supporting materials, when applicable
- ☐ Processing fees

Please be sure that all sections have been completed and the oath signed.

Mail to:

Commission on Teacher Credentialing
P.O. Box 944270
Sacramento, CA 94244-2700

